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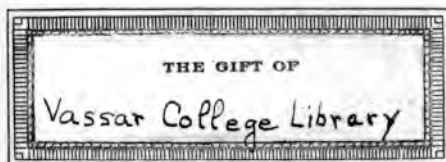
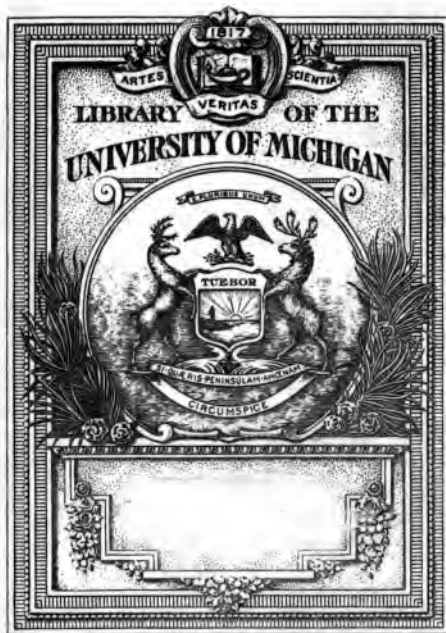
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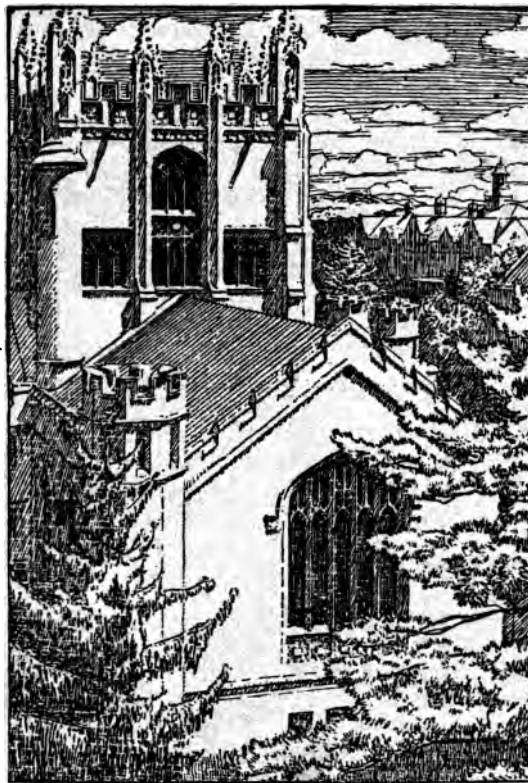
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VASSAR COLLEGE LIBRARY



HANDBOOK FOR NEW STUDENTS

1918

Copies of this handbook for general use will be found in the Library. Copies for individual use may be purchased at the Loan Desk

VASSAR COLLEGE LIBRARY

HANDBOOK
FOR NEW STUDENTS
1918



POUGHKEEPSIE, NEW YORK
VASSAR COLLEGE
1918

LIBRARY HOURS

MONDAY TO SATURDAY

8:15 A.M. to 5:30 P.M.

7:15 P.M. to 9:45 P.M.

SUNDAY

2:30 P.M. to 5:30 P.M.



Received 10-12-1979

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"That place that does contain
My books, the best companions, is to me
A glorious court, where hourly I converse
With the old sages and philosophers;
And sometimes, for variety, I confer
With kings and emperors, and weigh their counsels."

BEAUMONT & FLETCHER—*The Elder Brother.*

Act I, Sc. 2.

TO NEW STUDENTS

This *Handbook* has been prepared to help you to become quickly acquainted with the Library where so much of your college work will be done. The more independent you become in your use of the Library the greater will be your enjoyment of it and the better you will be able to accomplish your work in it.

It is suggested that you study the *Handbook* at your earliest convenience asking questions about everything that is not clear to you. Do not hesitate to ask for whatever help you need. The Library Staff is here no less to assist you in your use of the Library than to collect and make available its contents. The time you spend at the beginning in learning to find your way about and in becoming familiar with the various library aids will save your time later when work requiring use of the Library begins.

After reading the *Handbook*, look up in the card catalogue books you would like to read and find them in their places on the shelves to be sure that you understand the plan of arrangement.

Do not postpone using the Library for recreation as well as for work. The Library is open Sunday afternoons especially that you may enjoy it at leisure. A few minutes regularly or occasionally at the New Book Table, the New Periodical Table, or the Mail Shelf, will bring you many new interests.

The number of books which a person may borrow is not limited, but a book held by one reader for future use may be wanted by another for present use, so you are expected not to keep out books you are not reading.

When many people are hurrying in and out of the Library it is easy to destroy the atmosphere the books and the building naturally create unless each one cares to help to preserve it. The Library is now *your* Library and the use you make of it will add something to the spirit of the place which you will leave to the students who come after you.

DESCRIPTION OF THE LIBRARY

BUILDING

The Frederick Ferris Thompson Memorial Library Building is a gift to Vassar College from Mrs. Frederick F. Thompson as a memorial to her husband, who was a trustee of the College from 1885 to 1899, and one of its chief benefactors. Ground was broken in the spring of 1903, and the completed building was formally presented June 12, 1905. In 1916, an additional gift was made by Mrs. Thompson providing for the addition of two wings forming two enclosed courts. These wings were completed and formally opened for use on Founder's Day, May 3, 1918.

The building is perpendicular Gothic in style. The exterior is of Germantown granite, the trimmings and the interior of Indiana limestone. The Library is constructed on the alcove plan providing space for about 160,000 books and 600 readers. The tapestries, the stained glass window in the west wing, and the furnishings were given by Mrs. Thompson. A portrait of Frederick Ferris Thompson by William Quiller Orchardson hangs above the fireplace.

The stained glass window* represents "the conferring of the Doctorate by the University of Padua upon a young Venetian woman, Elena Cornaro in the year 1678. . . The ceremony was held in the Cathedral of Padua in the presence of the University authorities, the professors of all the faculties, the students, and most of the Venetian Senators, together with many invited guests from the Universities of Bologna, Perugia, Rome and Naples."

Other windows contain eighty-two representations in leaded glass of printers' marks used in the fifteenth and sixteenth centuries in various European countries.**

On the walls of the central hall hang five tapestries representing scenes from the story of Cupid and Psyche as told by Apuleius.

*A pamphlet describing the window may be borrowed at the Loan Desk.

**The Library has printed an illustrated list of the printers' marks. Copies may be borrowed or purchased at the Loan Desk.

CONTENTS AND ARRANGEMENT

The Library contains (August, 1918) about 100,000 *catalogued* books and pamphlets besides several thousand classified but *uncatalogued* pamphlets. It has a few manuscripts, a collection of book-plates and a large amount of illustrative material.

The Loan Desk faces the main entrance. It is here that all books must be charged and discharged, whether for home use or for use in another part of the Library. The card catalogue is contained in three cabinets against the south and west walls.

There are no library pages. All readers have free access to the shelves. Books are arranged on the shelves first according to classification number, then according to book number. (See page 22.) To find where the various numbers are shelved, consult the *Guide to the location of books* which accompanies the chart posted on the end of the first catalogue case. The stack numbers are prominently placed on the ends of the stacks in each wing. In order to keep the most used books on the main floor and in the galleries, many sets of periodicals and books less frequently used are shelved in the basement. There is equally free access to books in the basement and their location is indicated on the same guide which shows the arrangement of books on the main floor.

A book or a series of books kept, for any reason, in a place other than that which its catalogue card indicates, is represented under its number on the shelf by a wooden dummy upon which the actual location of the work is given.

Books may be used near their own places without formality but must be registered at the Loan Desk when taken from one part of the Library to another.

If the books are not found under their numbers on the shelves, inquiry should be made at the Loan Desk where there should be a record of every book not in its place on the shelf, or in use near by, or on one of the tables near its shelf.

General reference books are shelved in the first two alcoves of the north wing. The two middle alcoves are reserved for current periodicals.

NEW BOOKS. New books are placed for inspection for a week on a table in the New Book Room before they are sent to their regular places on the shelves. A list of the books recently added to the Library is posted each week in the Library and on the bulletin board of Rockefeller Hall.

PERIODICALS. About four hundred periodicals are currently received, not including annual reports, yearbooks, government documents and irregular continuations.

Most of the periodicals regularly received are kept, roughly grouped by subjects, in the periodical alcoves, until they are sent to be bound. An alphabetical guide to the arrangement of these periodicals is posted near by.

Certain other periodicals are sent to the laboratories as soon as they are received; others of less general interest are placed in pamphlet boxes on the shelves with their bound volumes.

The periodicals received during the day are placed for twenty-four hours on the table for new periodicals, near the fireplace.

Bound periodicals are classified like other books according to subject and are shelved with the books on the same subjects. The bound sets of the most used *general* periodicals are shelved in the narrow alcoves of the north wing, the American on the west side, the English on the east side.

NEWSPAPERS. The Library receives eleven daily papers and two weekly papers. It preserves bound files of the *New York Herald* (1843-date), the *New York Times* (1913-date) and the *New York Evening Post* (1900-date). It has also a file of the *New York Tribune* from December, 1862 to June, 1914, a complete set of *Le Moniteur*, *Niles' Register*, *Hansard's Parliamentary Debates*, the *Congressional Record* and the earlier annals of Congress.

The newspaper files should be used with especial care since the volumes are practically irreplaceable and will be needed as much by future generations of students as by the students of today.

The current numbers of the newspapers are on file in the Newspaper Room. The current numbers of the *Congressional Record* are kept in the west Periodical Alcove.

PAMPHLETS. Pamphlets which are of sufficient importance to our library are treated as books, catalogued, bound or secured in pamphlet binders and placed on the shelves among the books. Pamphlets of less importance are simply classified and are placed in pamphlet boxes bearing the classification number. A pamphlet box stands on the shelf just before the books on the same subject. Book announcements, pamphlets, circulars, etc., are placed for twenty-four hours on the Mail Shelf in the New Book Room for inspection before being filed.

RESERVED BOOKS. Books reserved for the use of special classes are placed on tables or shelves reserved for those classes and have colored reserve slips to make it easy to return the books to the proper shelves. A list of the shelves on which books are reserved for particular classes is posted on the chart above the first catalogue case. Reserved books should be promptly *returned to the reserved shelves*, when not actually in use, in order that they may be immediately available to other students.

SEMINARY ROOMS. The seminary rooms are reserved for the use of the departments to which they have been assigned.

TREASURE ROOM. The Treasure Room contains the Matthew Vassar Library, the Alumnae Library, the Turgenev Library, the collection of book-plates, and other treasures. It is reserved for readers using these collections.

A brief account of the special collections in the library will be found in the 1915 library *Handbook*, copies of which may be consulted at the Loan Desk.

A list of rare books, manuscripts and autographs in Vassar College Library was printed in 1917. Copies may be borrowed or purchased at the Loan Desk.

WEEK END SHELF. A few shelves in the north wing, stack 14, are kept filled with books suggested for recreational reading.

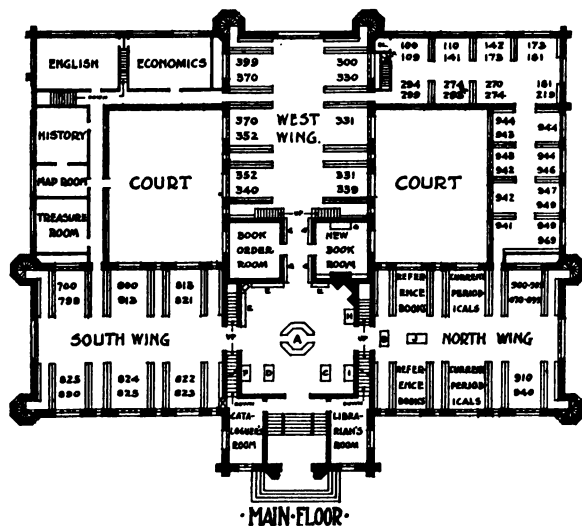
PHILALETHEAN LIBRARY. The library of Philaletheis is deposited in the college library and, by the courtesy of the society, may be used with the same freedom as the books of the college library. It is shelved in the south wing, west gallery, stacks 13-14. The collection is fully catalogued on cards which are filed in the general catalogue of the library. An author card catalogue in a tray stands with the books.

DEPARTMENT LIBRARIES. Most of the laboratories have small department libraries adjoining them. The books kept in the department libraries are included in the catalogue of the central library. The catalogue cards for these books are marked with the name of the department library in the upper right corner.

The department libraries are:

- Art, in Taylor Hall.
- Astronomy, in the Observatory.
- Biology, in the New England Building.
- Botany, in the New England Building.
- Chemistry, in Sanders Laboratory.
- Geology, in the New England Building.
- Medicine, in the Doctor's Office.
- Music, in Music Hall.
- Physics, in Vassar Brothers Laboratory.
- Physiology, in the New England Building.

- A-LOAN DESK.
- B-REFERENCE DESK.
- C-ASSOC. LIBRARIAN'S DESK.
- D-RECORD DESK.
- E-CATALOGUE CASES.
- F-SHELF LIST CASE.
- G-EXHIBITION CASES.
- H-NEW PERIODICAL TABLE.
- I-FILING CASE.
- J-INDEX TABLE.



PLAN OF THE LIBRARY

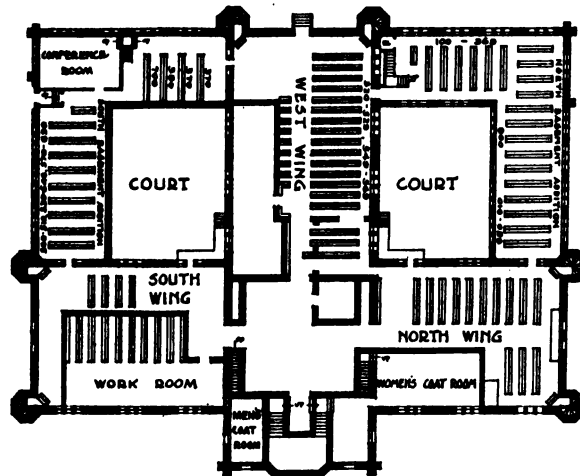
GUIDE TO LOCATION OF BOOKS

010-051	North wing,	West side
052	" "	East "
053-069	New Basement,	North side
070-099	North wing,	West "
100-219	West Room,	Addition
220-269	West wing,	North gallery
270-299	West Room,	Addition
300-399	West wing	
500-509	New Basement,	South side
510-529	West wing,	North gallery
530-699	" "	South "
700-779	South "	West side
780-799	" "	" gallery
800-821	" "	" side
822-829	" "	East "
830-839	" "	West gallery
840-869	North "	East "
870-88z	South "	" "
890-899	" "	" side
900-909	North "	West "
910-940	" "	East "
941-969	North Room,	Addition
970-999	North wing,	West gallery

For fuller information about the location of books, consult the chart and guide posted at the end of the first catalogue case.

GUIDE TO THE LOCATION OF BOOKS IN THE BASEMENT

010-099	North addition,	North side
100-369	North addition,	West side
370-399	South "	" "
500-519	" "	South "
520-529	West wing	
530-548	South addition,	South side
549-569	West wing	
570-699	South addition,	South side
700-799	South addition,	West "
800-899	South wing (outside Work Room)	
900-999	North addition,	North side



- BASEMENT -

LIBRARY RULES

All members of the college community and their families are entitled to the free use of the Library.

Non-members of the College who desire to use the Library should apply to the Librarian. A registration list of all who are entitled to use the Library is kept at the Loan Desk. All new members of the College are expected to register in the Library and to read its rules before availing themselves of its privileges.

All new students are expected to come to the Library to register as soon as possible.

LIBRARY RULES FOR STUDENTS

RULES REGARDING THE LOAN OF BOOKS

RESTRICTION OF CIRCULATION. The Library is essentially a reference library and the circulation of books is of necessity restricted. During library hours books which are needed for class work are kept in the Library.

Books belonging to the classes named below may never be taken from the Library:

- a. Periodicals, bound or unbound.
- b. General reference books, i. e., all encyclopedias, dictionaries, atlases, and other books of reference, including all those shelved in the Reference Alcove.
- c. Publications of learned societies.
- d. Books in certain special collections; also, books too rare or valuable to be loaned and books whose circulation may for special reasons be restricted by the Librarian.
- e. Unbound material which would be difficult to replace if damaged or lost in circulation.

LOAN AND RENEWAL. Fiction, works of general literature, and other books not closely associated at the time with the work of any department, may be drawn for a period of two weeks. The privilege of renewal allows for an extension of these loans.

The date on which a book is due is stamped on a slip which is placed in the book pocket inside the back cover of the book.

Books may not be taken out of town without special permission.

FINES. Every book not returned or renewed within two weeks becomes subject to a fine of two cents a day. Students having unpaid fines are not expected to draw books from the library.

CHARGING. Every book taken from the Library must be charged to the borrower at the Loan Desk. The importance of this rule cannot be overemphasized. A single case of forgetfulness may result in serious delay of important work and in waste of time on the part of the library assistants in vainly searching for the unregistered book.

RETURN OF BOOKS. Every book taken from the Library must be returned at the Loan Desk, where the charge for it will be cancelled. Borrowers remain responsible for books as long as the books are charged to them.

RECALL OF BOOKS. All books taken from the Library are subject to recall by the Librarian and must be returned *immediately* upon receipt of a recall notice. Books recalled for class use, if not returned within twenty-four hours, become subject to the same fine as *Special loans*.

SPECIAL LOANS. A book needed for class work may be taken out for the hours during which the Library is closed, if the book does not belong to any of the restricted classes listed above. An agreement must be signed at the Loan Desk to return the book as soon as the Library is opened again. The penalty for failure to return such books on time is posted on the Loan Desk bulletin board. Students who cannot be relied upon to return such books promptly are deprived of the privilege of drawing them from the Library. A student who has lost her privilege of drawing books may not borrow books in another student's name.

RESERVATION. An engagement book is kept at the Loan Desk for reservation of books to be taken for the hours of closing. *The reservations in this book are not charges.* A book engaged in this way must be charged by the Loan Desk Assistant before it may be taken from the Library. Students are expected to see that the books they wish to engage have not already been engaged by others.

RULES REGARDING THE USE OF BOOKS IN THE LIBRARY

Books should be used, as far as possible, in or near the alcoves in which they belong and should never be taken from one part of the Library to another without being registered at the Loan Desk.

To avoid misplacement all books should be left on the tables, *never returned to the shelves*, with the exception of books reserved for a particular course which should be replaced on the reserve shelf used for the course.

Books should not be left open when not in use. Nothing heavy should be placed upon an open book and nothing thicker than a sheet of paper should be used to keep a place. Book-marks are freely supplied at the Loan Desk.

RULES REGARDING THE USE OF THE LIBRARY BUILDING

Students may not enter or remain in the Library outside of library hours. Any student who disregards this regulation will, at the discretion of the Librarian, forfeit her library privileges.

The seminary rooms may be used only by those who have been authorized to do so.

Electric lights above the tables and in the small alcoves should be turned off when not in use.

Ink, except in fountain pens, may be used only at the glass-covered ends of tables. Ink bottles must not be brought into the Library.

All are expected to coöperate in preserving quiet and order at all times, especially in entering and leaving the Library.

STUDENT APPLICATIONS TO TAKE BOOKS OUT OVER THE HOLIDAYS

All applications must be made out on blanks provided for the purpose at the Loan Desk.

It is requested that all applications be presented at the Library at least three days before College closes. Requests presented less than twenty-four hours before College closes cannot be granted.

A book needed for class work will not be permitted to go out without the consent of the instructor conducting the course for which the book is needed. Books not easily replaceable may not be taken out.

Students who have failed to return *reserved books* on time will not be allowed vacation loans.

LIBRARY AIDS

CARD CATALOGUE

The card catalogue is in the Central Hall, beyond the Loan Desk. Cards for authors, subjects, and titles of books in all languages are arranged in a single alphabet in portable trays which may be consulted at the tables near the catalogue cases. The trays should be returned to their places in the cabinets when not in use.

Anyone not familiar with the use of card catalogues may refer to one of the library handbooks noted on page 36.

HOW TO USE THE CATALOGUE. To find a book by or about an author, look for the author's surname, followed by his given name. Under an author's name the cards are arranged in the following order: (1) Bibliographies. (2) Works about an author. (3) Complete works. (4) Partial collections. (5) Individual works in alphabetical order. (6) *Secondary entries.

To find what books the library contains on a particular subject, look up the subject in its alphabetical place. There will be for each book on the subject a card with the subject in red on the top line, arranged in alphabetical order by author. When the amount of material on a subject is very large, subheads are used to divide it. Subheads are arranged in alphabetical order after the general subject heading, but country subheads follow other subheads in a separate alphabet. *Inverted* subject entries beginning with the same word follow the subheads. Titles beginning with the same word follow all other entries.

*The *main* entry for a book is under the author or body chiefly responsible for the book. *Secondary* entries are made under the names of editors, translators, etc.

Example

Education	France
Education. History	France. History
Education. Periodicals	France. Politics
Education. England	France and the French
Education. Russia	
Education, Elementary	
Education, Secondary	
Education in the middle ages	

Guide cards generally show the arrangement of subdivisions when there are many entries under a subject. Guide cards are inserted in the catalogue trays to facilitate handling the cards, but a guide is not provided for every name or subject included.

To find a book known to you only by title, look for the title in its alphabetical place in the catalogue, if the book is fiction or drama or has a striking title. If the title is not distinctive, look under the subject, e. g., look for *History of Spain* under *Spain History*, not under *History of Spain*.

To find Smith's *New classical dictionary of Greek and Roman biography*, if you do not know Smith's given name, do not go through the tray of Smiths but look under the subject heading *Classical dictionaries*, where the card for Smith's dictionary will be quickly found in its alphabetical place.

To find a survey of the literature of a subject, look for a bibliography card standing before the regular cards for the subject. Before all the cards for books about engraving, for example, there will stand cards with heading,

Bibliography of
Engraving

To find a book *about* a man's life or work, look for the cards with his name in red on the top line. These precede cards for the books *by* him.

To find material on a subject which does not appear in the card catalogue, look under a more general subject which would include the subject you seek. You may find nothing under *Mendicant friars* but you would find books containing material about the mendicant friars under *Monasticism*.

"See also" reference cards are often inserted directly before subject entries to suggest other subject entries which are more or less closely related; for example, before the entries under *Religious orders* stands a card which reads:

Religious orders, see also
Chivalry
Military religious orders
Monasticism
Nuns, also
 names of orders, e. g.
Franciscans
Templars

When the same name is used as a forename and as a surname, the forename precedes the surname. Titles beginning with the same name whether used as forename or surname follow all other entries under the name.

Example

Stephen, king of England
Stephen, Sir Leslie
Stephen Archer

When the same name is used as a personal name and as a place name and as the first word of a title, the entries are arranged: (1) Personal names. (2) Place names. (3) Titles.

Example

London, Jack
London (England)
London prodigal

Names compounded with prefixes are arranged as single words.

Example

DeFoe
Dekker
De la Mare
Deland

Compound names of places are arranged as separate words.

Example

New England
New Jersey
Newark
Newfoundland

Abbreviations are arranged as if spelled in full but elisions as they are printed. Proper names beginning M', Mc, St. are arranged as if spelled Mac, Saint.

Examples

Doctor Faustus	MacGill
Dr. Jekyll and Mr. Hyde	Mackail
Doctor Thorne	McKinley
	M'Laren
Who wrote it	Macy
Wholesale prices	
Who's who	

The initial articles "A" and "The", and their equivalents in other languages, are disregarded in the arrangement of titles.

Example

The house
A house-boat on the Styx
House decoration

The modified vowels ä, ö, ü, in the German, Scandinavian and other languages are arranged as if they were spelled ae, oe, ue.

Examples

Für	Förster
Fuller	Forman
Fur	Forster

CALL NUMBERS. Every book has a *call number* of its own, which will distinguish it from every other book in the Library. This number appears on the upper left corner of the catalogue card. The upper part of the number is the classification number arranged decimally after the third figure. The lower part of the number is the book number, which is generally an abbreviated form of the author's name. The figures following the initial letter of the book number are arranged as if preceded by a decimal point.

Example

942	942	942	942
B625	B64	B7	B71

All books on the same subject receive the same classification number but each receives a different book number. The combination of classification number and book number forms the *call number* of the book. If a book is kept in the basement, or in one of the special collections, or in a department library, the special location is indicated in *red* on the upper right corner of the card. If a book is a quarto or folio, the size mark Q or F forms a part of the call number and appears in red above the classification number. If a book belongs in the Reference Alcove, *Ref* in red below the book number forms a part of the call number.

NEW BOOKS. As soon as a book is received in the Library, a temporary card for it is filed in the catalogue under the author's name to stand there until the regular catalogue cards for the book have been prepared. If a book so represented in the catalogue is needed, application should be made for it at the Loan Desk.

ABBREVIATIONS USED IN THE CARD CATALOGUE

app.	appendix	n. p.	{ no place of
auff.	aufage	n. s.	{ publication
augm.	augmented	nar.	{ new series
ausg.	ausgabe	no.	{ narrow
b.	born	numb.	{ number
bd.	band	O., 8vo., 8°	{ numbered
c.	{ copyright,	obl.	{ octavo
	{ copyrighted	p. pp.	{ oblong
cent.	century	pt.	{ page, pages
chap.	chapter	ptie.	{ part
cm.	centimeters	phot.	{ partie
Co.	County	pl.	{ photograph
col.	colored	por., port.	{ plate, plates
comp.	{ compiler,	pref.	{ portrait
	{ compiled	priv. print.	{ preface
Cong.	Congress	pseud.	{ privately
	contents,	pub.	{ printed
cont.	{ containing,	Q., 4to., 4°	{ pseudonym
	{ continued	rev.	{ publisher
cop.	copy, copies	S., 16mo., 16°	{ published
D., 12 mo., 12°	duodecimo	ser.	{ quarto
d.	died	sér.	{ revised,
dept.	department	sig.	{ revision
diagr.	diagram	sq.	{ sixteenmo
diss.	dissertation	sr.	{ series
e. g.	for example	sup.	{ série
	edited	suppl. }	{ signature
ed.	{ edition	supt.	{ square
	{ editor	T., 24mo., 24°	{ senior
engr.	engraver	t., th.	{ supplement
enl.	enlarged	t.	{ superinten-
F., f., fol.	folio	t. p.	{ dent
facsim.	facsimile	tab.	{ twenty-
fasc.	fascicle	tr.	{ fourmo
fig.	figure	übers.	{ teil, theil
front.	frontispiece	umgearb.	{ tome
hrsg.	herausgegeben	v., vol.	{ title-page
i. e.	that is	v. p.	{ table
ill. }	{ illustration	verb.	{ translated
illus. }	{ illustrator	vs.	{ translator
inaug. diss.	{ inaugural		{ translation
	{ dissertation		{ übersetzt
incl.	including		{ umgearbeitet
jr.	junior		{ volume
l.	leaf		{ various
lfg.	lieferung		{ paging
ms.	manuscript		{ verbesserte
n. d.	{ no date of		{ vermehrte
	{ publication		{ versus
n. f.	neue folge		

ABBREVIATIONS USED IN THE CATALOGUE TO INDICATE
THE SIZES OF BOOKS

F., or fol. folio a book more than 30 cm. high. (11¾ in.)
Q., or 4 ^{to} , or 4 ^o quarto a book between 25 and 30 cm. high. (9⅞-11¼ in.)
O., or 8 ^{vo} , or 8 ^o octavo a book between 20 and 25 cm. high. (7⅞-9⅞ in.)
D., or 12 ^{mo} , or 12 ^o duodecimo a book between 17.5 and 20 cm. high. (6⅞-7⅞ in.)
S., or 16 ^{mo} , or 16 ^o sixteenmo a book between 15 and 17.5 cm. high. (5⅞-6⅞ in.)
T., or 24 ^{mo} , or 24 ^o twenty-fourmo a book between 12.5 and 15 cm. high. (4⅞-5⅞ in.)

CLASSIFICATION

The books are arranged and numbered, for the most part, according to the *Decimal classification* by Melvil Dewey. All subjects are divided into ten large groups, these ten each divided in ten, and again each one of these into ten. In general each classification number consists of at least three figures; after the third figure there is placed a decimal point and the numbers following are arranged decimally to permit indefinite expansion. Certain changes have been adopted in this classification to make it more convenient for our use. In literature the classification of the works of individual authors is by period, not by form, thus keeping an author's works together. There is no "fiction" section in the library. Stevenson's novels will be found with his other works, under his special number in the classification, 825St41.

The Library has adopted the plan of having the classification number for each subject appear on the guide card for that subject in the card catalogue so that the catalogue will serve as an index to the classification.

The shelf labels help in finding the subdivisions of a subject at the shelves when the location of the general subject is found.

The shelf list (F on the chart), near the door of the Cataloguing Room, contains a list on cards of the books in the Library in the order in which they stand on the shelves. It is useful in surveying the books the Library has on any particular subject, as it lists, of course, not only the books which may be found on the shelf at any given time but also all those which are out, in use, or reserved in another part of the Library. The shelf list is also useful in identifying a book from its call number.

The complete classification as used in this library may be consulted at the Reference Desk.

A brief outline of the classification follows.

OUTLINE OF CLASSIFICATION

010	Bibliography	350	Administration
020	Libraries and reading	360	Charities and corrections
030	General encyclopedias	366	Secret societies
050	General periodicals	367	Social clubs
060	General societies	368	Insurance
070	Journalism. Newspapers	370	Education
080	Book industries	380	Commerce. Communica-
090	Book arts		tion. Transportation
		390	Customs. Costumes
100	Philosophy	396	Woman's social status
110	Metaphysics		
129	Logic	500	Science in general
130	Psychology	510	Mathematics
150	Ancient philosophy	520	Astronomy
160	Philosophical systems	530	Physics
170	Modern philosophy	540	Chemistry
180	Ethics	549	Mineralogy
		550	Geology
200	Religion	560	Paleontology
210	Natural theology	570	Biology
220	Bible	580	Botany
230	Christianity	590	Zoology
260	The Church		
266	Missions	600	Useful arts
270	Religious history	610	Medicine. Hygiene
290	Non-Christian religions	620	Engineering
		630	Agriculture
300	Sociology	640	Domestic science
310	Statistics	650	Business methods
320	Political science	670	Manufactures
330	Economics	680	Mechanic trades
340	Law	690	Building

700	Fine arts	890	Minor languages and literature
710	Landscape gardening		
720	Architecture	891.6	Keltic
730	Sculpture	891.7	Russian
740	Drawing. Design	899	Folk-lore
750	Painting		
760	Engraving		
770	Photography	900	History
780	Music	910	Geography and travel
790	Amusements. Athletics	912	Maps, Atlases
		920	Collective biography
800	Language and literature	929	Genealogy. Heraldry
801	Comparative philology	930	Ancient history
802	English philology	937	Rome
807	Dialects	938	Greece
808	Rhetoric	940	Europe
809	Literature	940.93	European war
810	American literature	942	England
813	Modern Amer. authors	943	Germany
820	English literature	944	France
825	Modern English authors	945	Italy
829	Anglo-Saxon	946	Spain
830	German	947	Russia
839	Danish. Icelandic. Norse	948	Norway.Sweden.Denmark
840	French	949	Minor European countries
850	Italian	950	Asia
860	Spanish	960	Africa
870	Latin	970	American statesmen
87A-v	Individual Latin authors	97A-z	Individual Americans
87w-x	Classical studies	970.1	American Indians
87y	Roman antiquities	971	British America. Canada
87z	Classical antiquities	972	Mexico. Central America. West Indies
880	Greek		
88A-x	Individual Greek authors	973	United States
88y	Greek antiquities	980	South America
88z	Classical periodicals	990	Oceanica. Polar regions

REFERENCE BOOKS

The term *reference book* is generally used to describe those works which are intended for consultation for specific information rather than for consecutive reading.

Many reference books are made up in full or in part of compilations of information abridged from more comprehensive works on the various subjects. Others consist of monographs written and signed by scholars who are specialists in the subjects treated. These books sometimes contain fuller and more scholarly treatment of a subject than is elsewhere available. Still other reference books are official publications based upon official records and statistics.

For help in the selection and use of reference books the student is referred to Alice B. Kroeger's *Guide to the study and use of reference books*. 3rd edition, Chicago, 1917.

General directions cannot easily be given for the use of reference books because works of so many different kinds are included in this group. The inexperienced student needs to be cautioned to use a reference book not simply with the value of the book itself in mind but with a view to its value in relation to the particular piece of work in hand. The same book may be valuable in one connection and worthless in another. In comparing reference books notice the contributors, the character of the contributions and the dates of publication.

A few of the most generally useful reference books to be found in this library are listed in the library *Handbook* for 1915, copies of which may be obtained at the Loan Desk.

CYCLOPEDIAS AND DICTIONARIES. General encyclopedias will be found in the east Reference Alcove, in the north wing. A few of the cyclopedias of special subjects are shelved in the west Reference Alcove. Others are classified with the books on the special subject. The catalogue lists special cyclopedias under the name of the special subject with subhead *Cyclopedias* or *Dictionaries*, e. g.

Education. Cyclopedias.

Painters. Dictionaries.

Biographical dictionaries are shelved in the west Reference Alcove under 920 except those limited to special groups.

Biographical dictionaries for special classes of persons will be found in the catalogue under

Artists. Dictionaries.

Authors. Dictionaries.

Authors. German.

Musicians. Dictionaries.

Painters. Dictionaries.

Scientists. Dictionaries.

etc.

Dictionaries of geographical names will be found in the catalogue under the headings

Geography. Dictionaries

Names (geographic)

The latest edition of *Lippincott's new gazetteer* will be found in the west Reference Alcove.

ATLASES AND MAPS. The most used large atlases will be found in the atlas cases near the Reference Desk. General atlases are entered in the catalogue under the heading *Atlases*. Books containing maps of special countries will be found under the names of countries with subheads *Gazetteers* and *Guide books*, e. g.

England. Gazetteers.

Italy. Guide books.

Historical atlases will be found in the catalogue under the subject headings,

Historical atlases.

Classical atlases.

For other maps consult the map catalogue in the Map Room where it is intended to list every important or useful map in the Library under the country or section which the map represents. A good list of atlases with brief descriptive notes is included in *Guide to the study and use of reference books* by A. B. Kroeger, 3rd edition revised by I. G. Mudge. Chicago, 1917.

YEARBOOKS. General yearbooks and annual encyclopedias are catalogued under the heading *Yearbooks*. Yearbooks of special countries or subjects will be found under the name of the country or subject followed by the subhead *Yearbooks*, e. g.

China. Yearbooks.

Education. Yearbooks.

Most of the states publish yearbooks of government. Such handbooks are entered in the catalogue under the names of the states, with subhead *Legislative manuals*.

OTHER REFERENCE BOOKS. To find information about literary allusions, origin of common phrases, noted names in fiction, look in the catalogue under the headings *Allusions, Nicknames, Literature. Dictionaries, Names. Dictionaries.*

Concordances and dictionaries for individual authors will be found in the catalogue under the name of the author, subhead, *Concordances* or *Dictionaries*, e. g.

Milton. John. Concordances.

Dickens, Charles. Dictionaries.

The catalogue lists under the headings *Anecdotes. Collections, Epigrams, Maxims, Proverbs*, books containing such collections.

QUOTATIONS

The various books of English and foreign quotations which the library has are placed together in the Reference Alcove under the number 808. One of the best and most accurate English collections is Bartlett's *Familiar quotations*.

Collections of poetry will be found in the catalogue under the headings *French poetry. Collections, Greek poetry. Collections*, etc.

LANGUAGES

Dictionaries of the different languages will be found in the catalogue under the names of the languages with subhead *Dictionaries*, e. g.

English language. Dictionaries.

French language. Dictionaries.

In one of the dictionary cases near the Reference Alcove are one French, one German, one Latin and one Greek dictionary for convenient reference. The other foreign language dictionaries are in their regular places in the classified arrangement of books. The chief English dictionaries are in the dictionary cases near the Reference Alcove.

Dictionaries of slang, Americanisms, English dialects, obsolete and provincial words will be found in the catalogue under the headings,

Slang. Dictionaries.

Americanisms.

English language. Dialects

Other reference books about the English language will be found listed in the catalogue under *English language* with subheads *Grammar, History*, etc.

BIBLIOGRAPHIES

The word bibliography has two common meanings. The first is defined in the *Oxford English dictionary* as "The systematic description and history of books, their authorship, printing, publication, editions, etc.", also, as "A book containing such details." The second meaning, "A list of the books of a particular author, or country, or of those dealing with any particular theme; the literature of a subject," is used here.

A short list of some of the most useful standard bibliographies is included in the 1915 issue of the library *Handbook* which may be obtained at the Loan Desk.

SUBJECT BIBLIOGRAPHIES. Subject bibliographies may be general or may confine themselves to a special place or time or to a special subject. They may aim to be exhaustive or selected, scholarly or popular. The titles may be followed by descriptive notes, by critical notes, or they may be without annotations. They may be classified or unclassified. They may be valuable or worthless.

The most useful bibliography is, of course, one compiled by a specialist in his chosen field. If worthless material is included it is labeled as such. The best books are indicated, and descriptive and critical notes are added when needed.

Other things being equal, a bibliography is likely to increase in value in proportion to its limit in scope.

In using any bibliography special note must be taken of its date in order that material that has appeared since its publication may not be neglected.

A special effort is made by the Cataloguer to bring out every bibliography under its subject in the catalogue. Entries for extended bibliographies are placed in the catalogue before all the other entries for the subject. Brief bibliographies are mentioned in notes on the regular subject cards for the books which contain them.

The best cyclopedias and dictionaries of special subjects are as important for their bibliographical notes as for their articles, and are more convenient to use than special bibliographies when information as to the standard books on a subject is sought.

TRADE CATALOGUES. Bibliographies compiled for the purpose of giving information to buyers and sellers of books, about editions, publishers, and prices, are called *trade bibliographies*.

The most useful trade lists for finding the prices of American books *in print* are:

The United States catalog; books in print January 1, 1912...3d ed. Minneapolis, 1912.

A supplement for 1912-1917 is in preparation.
In the Book Order Room.

Cumulative book index; annual cumulation 1912-date.

Cumulative book index; bi-monthly.

In the Book Order Room.

Publishers' weekly: the American book trade journal.

In the Book Order Room.

The Publishers' weekly issues a *Spring announcement number* and a *Fall announcement number*. These list by author and title, with price and publisher, books announced for early publication.

Publishers' trade list annual.

A collection of the trade catalogues of American publishers arranged alphabetically by the firm name.

Generally issued in August.

No general index.

In the Book Order Room.

The trade catalogues which we have of foreign countries are also in the Book Order Room.

KEY TO ABBREVIATIONS IN TRADE CATALOGUES

Walter, Frank K.

Abbreviations and technical terms used in book catalogs and in bibliographies. Boston, 1912.

INDEXES

INDEXES TO PERIODICALS

The general periodical indexes are on the Index Table in the north wing. The most used series are:

1. Poole's index . . . 1802—Jan. 1882.
 " " 1st sup. 1882-87.
 " " 2d sup. 1887-92.
 " " 3d sup. 1892-96.
 " " 4th sup. 1897-1902.
 " " 5th sup. 1902-1906.
2. Readers' guide . . . 1900-1904.
 " " 1905-1909.
 " " 1910-1914.
 " " (annual), 1915-date.
 " " [monthly]-date.

Beginning with 1905 the *Readers' guide* indexes with periodicals a number of reports and composite books (collections of essays, lectures, travel, sketches, etc.), thus forming a supplement to the *A. L. A. Index to general literature*.

3. Readers' guide . . . supplement 1907-1915.
 " " 1916-date.

Published in January, March, May, Sept. and November, cumulated annually.

Indexes periodicals *not included* in the Readers' guide.

4. Magazine subject index . . . v. 1. 1908.

Vol. 1 forms a basic volume, indexing forty-four periodicals from their first issues to Dec. 31, 1907, and thirty-five for the year 1907.

Annual magazine subject-index 1908-date.

Includes as pt. 2 the Dramatic index for 1909-date.

Contains the cumulation of the subject index in the quarterly numbers of the *Bulletin of bibliography*.

The *Athenaeum subject index to periodicals* and *Public affairs information service Bulletin* are also on the Index Table.

The magazines in this Library which are included in these indexes are listed with their call numbers on typewritten sheets in a loose leaf binder, on the Index Table.

The more special periodicals are not indexed in the *Readers' guide*. Some have separate indexes and others are entirely unindexed.

INDEX TO BOOK REVIEWS

Book review digest; devoted to the valuation of current literature (monthly).

Cumulated annually.
Contains abstracts of book reviews from over fifty periodicals.

INDEXES TO NEWSPAPERS

The Library has the following newspaper indexes:

New York Tribune. Index 1894-1906.

No more published.

Street's pandex of the news; a cumulative index and digest of the newspapers of the United States...1908—Nov. 12, 1909.

No more published.

Evening Post. Editorial index of the New York Evening Post. 1907- date.

Issued annually.

New York Times. Index. 1913-date.

Quarterly.

These indexes are in the Reference Alcove in the north wing.

INDEX TO CURRENT EVENTS

Business digest, 1917-date.

Issued weekly; cumulated quarterly as *The Current business cyclopedia*.
Preceded by *Index to dates and Information*.

INDEXES TO BOOKS

DRAMA

A useful title index to plays is included under *Drama* in the printed catalogue of the Peabody Institute Library, v. 2, 1885, and in its supplement, v. 2, 1897.

ESSAYS

American library association—Publishing section.

The "A. L. A." index. An index to general literature...essays... reports and publications of boards and societies...2d ed...brought down to Jan. 1, 1900. Boston, 1901.

Supplement 1900-1910. Chicago, 1914.

Supplemented by the *Readers' guide*, which indexes not only periodicals but also a number of reports and composite books.

INDEXES TO GOVERNMENT DOCUMENTS

The most useful of the general indexes to United States government documents are listed in the catalogue under the subject heading *U. S. Government publications. Indexes.*

These indexes are conveniently listed and annotated in a pamphlet by James I. Wyer, jr., *United States government documents.* Albany, N. Y. 1906. The most important department indexes as well as the general indexes are represented.

POETRY

Granger, Edith, ed.

An index to poetry and recitations. . . Chicago, 1904.

PORTRAITS

A. L. A. portrait index; index to portraits contained in printed books and periodicals; ed. by W. C. Lane and N. E. Browne. Washington, 1906.

The list of books indexed is checked for books in this library.

SHORT STORIES

Firkins, Ina Ten Eyck.

Index to short stories. White Plains, N. Y., 1915.

LIBRARY STAFF

The Librarian is glad to see students in her office at any time, to talk with them about their use of the library and to receive any suggestions about book-buying or library arrangements.

Questions about the *location* of books should be asked at the Loan Desk. Inquiries about the use of books and the use of the catalogue should be made at the Reference Desk. The Reference Librarian's chief duty is to try to help the students to use the library intelligently and independently; not to find material for them, but to suggest the *direction* of further search. She is glad to help them in the selection of editions of books for their own libraries or in any other way in which her experience may be of use to them.

LIBRARY HANDBOOKS

The inexperienced student may find the following books helpful in learning how to use the library.

Kroeger, Alice Bertha.

Guide to the study and use of reference books...3rd edition, revised...by I. G. Mudge. Chicago, 1917.

Ward, Gilbert O.

The practical use of books and libraries; an elementary manual. 3rd ed. Boston, 1917.

"...very elementary instruction for young persons, such as high school students...who do not know how to use books and libraries."

Fay, Lucy E. & Eaton, A. T.

Instruction in the use of books and libraries; a text-book for normal schools and colleges. Boston, 1915.

New edition in preparation.

Lowe, John Adams.

Books and libraries; a manual of instruction in their use, for colleges. Boston, 1916.

Hopkins, Florence M.

Reference guides that should be known...Detroit, [1916]

Connolly, Louise.

How to use a library. Woodstock, Vermont, 1917.

SUGGESTIONS

NOTES ABOUT COMPILING BIBLIOGRAPHIES

Any piece of work is more valuable if it is accompanied by a list of the authorities upon which it is based. However short the list, it *must be* accurate and definite in its information. Its form and content depend upon its purpose, but without accuracy and definiteness it is useless.

In compiling a bibliography keep its purpose constantly in mind. Do not let the interest in collecting beguile you into an unreasoning accumulation of titles.

Make at least a rough working plan before beginning your bibliography. Decide whether you need, for your purpose, to collect all available material, or whether any limitation of time or place or language or treatment may be adopted.

The form of a bibliography is determined by the use which is to be made of it. Decide whether it will better serve its purpose in alphabetical or chronological or classified order.

Whatever the form and content of a bibliography as a whole, the form of entry of each title remains practically the same, varying as a rule only in fullness. The order of each entry should be author, title, imprint (i. e. the place of publication, the name of the publisher and the date of publication, usually printed at the foot of the title page). For the *simplest* bibliographical note, author, title and date of publication* are sufficient. The ordinary bibliography should give author, title, edition, place of publication, date of publication, number of volumes (if more than one). It is important to include the publisher if the bibliography is to be used as a buying list. A bibliography of rare books needs a very full description of each title.

*If the work is in more than one volume with different dates of publication, give the inclusive dates.

When the bibliographical entry is for part of a book or for an article in a periodical, the form of entry is less definitely fixed by usage.

Here follow a few such entries in good form:

Wyer, James Ingersoll, jr.

Practical bibliography. (In *Bulletin of bibliography*. 1902. v. 3, p. 21-23.)

James, Henry.

Views and reviews. Boston, 1908. *The poetry of William Morris*, p. 63-80.

or

James, Henry.

The poetry of William Morris. (In his Views and reviews. Boston, 1908. p. 63-80.)

Stevenson, Robert Louis.

Style in literature. (In Brewster, W. T. ed. Representative essays. 1905. p. 262-283.)

Note each title on a separate slip. This permits flexible arrangement and quick handling of material. Note the source of the information at the bottom of the slip for purposes of verification.

In a classified bibliography, it is often useful to include one title under two or more subjects or to enter different parts of one work under different subjects.

Make reference cards from one form of name to another, or from one subject to another, whenever such references would be useful.

If the bibliography is to be extensive and much used, it may be most easily handled in a box suited to the size of slips used, with guides to separate the different groups of slips. Use a rough classification at first, making a more careful arrangement after all material has been examined. Brief bibliographies may be conveniently kept in envelopes suitably labeled.

If you attempt an exhaustive bibliography, limit your field sufficiently so that your work may be thorough. An exhaustive bibliography generally needs critical and descriptive notes to indicate the value and scope of the entries.

To compile a bibliography of the standard authorities on a subject, a careful study of the critical literature of the subject is necessary.

In preparing a selected bibliography consider each entry not only in relation to its value but also in relation to the other books on the list.

GATHERING MATERIAL. Generally the first step, after the purpose and character of the bibliography have been defined, is to find what other bibliographies of the subject are available. Bibliographies of a subject are entered in the catalogue before all the other entries under a subject. Every catalogue is itself a bibliography and the section of the library catalogue which concerns your subject is the first to be examined. If the subject does not appear as a heading in the catalogue, look under a more general subject which will include it.

The resources of the Library are not exhausted by searching the catalogue only. Reference books, periodicals, newspapers and pamphlet material are also to be kept in mind. Pamphlets sufficiently important are catalogued and treated as books in this library, but less important pamphlets are classified only and placed in pamphlet boxes on the shelves just before the books on the same subject.

Examine the most comprehensive work on the subject with its accompanying bibliographies and foot notes.

Further material may be found by consulting other bibliographies and the catalogues of other libraries.

After the titles have been collected, examine the books themselves, add descriptive or critical notes when needed and group the titles according to the arrangement chosen. If any title which has not been examined is included for any reason, note the fact that it has not been examined.

READING

A FEW BOOKS ABOUT READING

Bacon, Francis.

Of studies. (In his *Essays* ed. by M. A. Scott. N. Y. 1908. p. 233-235.)

Baldwin, James.

The book lover... Chicago, 1902.

Brandes, Georg.

On reading; an essay. N. Y. 1906.

Bury, Richard de.

Philobiblon... ed. and tr. by E. C. Thomas... N. Y. 1889.

Emerson, Ralph Waldo.

Books. (In his *Society and solitude*. Boston, 1892. p. 181-210.)

Harrison, Frederic.

Choice of books... London, 1896.

Ireland, Alexander, ed.

The book-lover's enchiridion... London, 1890.

Woodbury, George Edward.

The appreciation of literature... New York, 1907.

NOTE TAKING

Seward, S. S.

Note-taking. Boston, 1910.

Langlois, C. V., & Seignobos, C.

[Note taking] (In their *Introduction to the study of history* tr. by G. G. Berry. London, 1898. p. 101-105.)

A FEW BOOKS ABOUT BOOKS

Aldis, Harry G.

The printed book. N. Y. 1916.

Bouchot, Henri.

The printed book, its history, illustration, and adornment... tr. ... by E. C. Bigmore... London, 1887.

Clark, John Willis.

The care of books... 2d ed. Cambridge (England) 1903.

Crane, Walter.

Of the decorative illustration of books old and new... 3d ed. London, 1911.

- Davenport, Cyril James H.
The book, its history and development. N. Y. 1908.
- Duff, Edward Gordon.
Early printed books. London, 1893.
- Herbert, John Alexander.
Illuminated manuscripts. London, 1911.
- Holme, C. Geoffrey, ed.
Modern book illustrators and their work... London, 1914.
- Koopman, Harry Lyman.
The booklover and his books. Boston, 1917.
- Madan, Falconer.
Books in manuscript... London, 1893.
- Morris, William.
The ideal book; an address. N. Y. 1899.
- Pollard, Alfred William.
Fine books... London, 1912.
- Savage, Ernest Albert.
Old English libraries; the making, collection and use of books during the middle ages... London, 1911..

BOOK BUYING

NEW BOOKS. The regular trade publications attempt to list all books as they appear. Selected lists of new books are published in various periodicals. Useful lists are those published in the *Dial* and the *New York Times Review of Books* (weekly).

The *Book Review Digest* (monthly) is the most convenient place to find reviews of specific books.

The *Nation* and the *Dial* contain good reviews of current literature, also the *Saturday Review*, *Athenæum* and *Spectator*.

The best book reviews are generally found in the journals devoted to special subjects.

Some of the latest catalogues received from publishers are on file in the Book Order Room.

OLD BOOKS. Secondhand book shops and the catalogues of secondhand book dealers give the best opportunities for securing attractive editions of old books. The Library receives a large number of such catalogues. They are filed in the Book Order Room.

OTHER LIBRARIES

OTHER LIBRARIES AND READING ROOMS ON THE CAMPUS

The reading room in Main Building is supplied with several magazines and newspapers for the college year. It is supported by contributions from students living in Main Building, but is open to all members of the college.

Raymond Room, south of the reception rooms in Main, was furnished by the gift of two alumnae in memory of John H. Raymond, President of Vassar College, 1864-1878. It contains an attractive collection of books for general reading. The books may not be taken from the room. The Josselyn Library contains a similar collection of books, the gift of an alumna. Additions to both collections are made from time to time.

Each hall has a small reading room and the students in the hall subscribe to a few newspapers and magazines for the use of the residents of the hall.

The Music Department possesses, in addition to its Department Library of pianoforte scores, a collection of organ music, a choir library, a very valuable collection of pianoforte works—the gifts of many students in the department, the beginning of a corresponding collection of vocal works, and a valuable library of violin and chamber music, the gift of Gustav Dannreuther.

The Good-fellowship Club has a small circulating library in the club-house for the household employees. It includes a small collection of Polish books.

ADRIANCE MEMORIAL LIBRARY, POUGHKEEPSIE

Hours: 10 A. M. to 8 P. M., daily except Sundays and legal holidays.
(Open until 9 P. M. for reference use only.)

The library is on Market Street about five minutes walk from Main Street. It is freely open to students for reference use. Members of the College who are not Poughkeepsie residents may have borrowing privileges by depositing five dollars as a guarantee with the College Treasurer. The library has over 57,000 volumes. It is rich in books of history, travel and biography.

A list of the periodicals it receives is kept on the Index Table in the College Library.

It is a depository library for United States government documents and the College Library depends on it for such documents as the College does not receive.

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